ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

No: 17-75   Date: **23** July 1975

To: All Agency Training Officers

CERTIFICATES IN INFORMATION SYSTEMS THROUGH AGENCY OFF-CAMPUS PROGRAM

The Office of Training received a good response to Employee Bulletin [   ] dated 1 May 1975, which solicited interest in Certificate Programs in Computer Programming, Data Processing Management, and Systems Analysis as part of the Agency Off-Campus Program with the University of Virginia School of Continuing Education.   Therefore, beginning in Fall 1975, each Off-Campus semester will include a mix of courses applicable to these Certificate Programs.   Continuation of the program beyond the 1975-1976 academic year will depend on employee interest, and students should be reminded that courses offered will run only if they receive sufficient enrollment (generally 15 or more students).   All courses in this program will be taught by Agency employees who have been approved by the University of Virginia.   Anyone who would like to teach in the program should contact the Office of Training [   ]   STAT

The specific courses comprising each Certificate Program are listed below for both basic and advanced certificates.   Prerequisites for courses are indicated where applicable, and it is expected that participants will take these courses in the order listed.

Employees desiring to know which courses will be offered in the Off-Campus Program this fall should be referred to Employee Bulletin [   ]   STAT dated 23 July 1975.   Those interested in more detail concerning the content of each course or the program itself should call the Office of Training [   ]
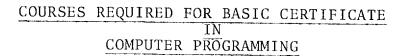
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COURSES REQUIRED FOR BASIC CERTIFICATE
IN
COMPUTER PROGRAMMING

1. GSIS 102   INTRODUCTION TO
               INFORMATION SYSTEMS

2. GSIS 106   MATHEMATICS FOR   (Prereq: GSIS 102)
               INFORMATION
               SYSTEMS I

3. GSIS 107   MATHEMATICS FOR   (Prereq: GSIS 102, 106)
               INFORMATION
               SYSTEMS II

4. GSCM 355   INTRODUCTION TO   (Prereq: GSIS 106, 107)
               QUANTITATIVE
               METHODS I

5. GSIS 104   COMPUTER LOGIC &   (Prereq: GSCM 355)
               PROGRAMMING
               TECHNIQUES

6. GSIS 105   COMPUTER   (Prereq: GSIS 104)
               PROGRAMMING (PL/1)

7. GSIS 208   INFORMATION SYSTEMS (Prereq: GSIS 105)
               ANALYSIS & DESIGN I

8. GSIS 209   INFORMATION SYSTEMS (Prereq: GSIS 105, 208)
               ANALYSIS & DESIGN II

9. COMM 361   INTRODUCTION TO
               MANAGEMENT

10. GSCM 356   INTRODUCTION TO   (Prereq: GSCM 355)
               QUANTITATIVE
               METHODS II

COURSES REQUIRED FOR ADVANCED CERTIFICATE
IN
COMPUTER PROGRAMMING

1. GSIS 3XA   INFORMATION   (Prereq: GSIS 104)
                STRUCTURES

2. COMM 465   MANAGERIAL   (Prereq: GSCM 355, 356)
                OPERATIONS
                RESEARCH

3. GSIS 3XB   COMPUTER SYSTEMS   (Prereq: COMM 465)

4. GSIS 354   SCIENTIFIC   (Prereq: GSIS 104)
                PROGRAMMING I

5. GSIS 355   SCIENTIFIC   (Prereq: GSIS 104, 354)
                PROGRAMMING II

6. GSIS 3XC   FILE & COMMUNI-   (Prereq: GSIS 3XB)
                CATION SYSTEMS

7. GSIS 3XD   SOFTWARE DESIGN   (Prereq: GSIS 3XB)

8. ELECTIVE

9. ELECTIVE

10. GSIS 357   PROBLEMS IN
                COMPUTING AND
                INFORMATION
                SYSTEMS

COURSES REQUIRED FOR BASIC CERTIFICATE
IN
DATA PROCESSING MANAGEMENT

1. GSIS 102   INTRODUCTION TO
               INFORMATION SYSTEMS

2. GSIS 106   MATHEMATICS FOR   (Prereq: GSIS 102)
               INFORMATION
               SYSTEMS I

3. GSIS 107   MATHEMATICS FOR   (Prereq: GSIS 102, 106)
               INFORMATION
               SYSTEMS II

4. GSCM 355   INTRODUCTION TO   (Prereq: GSIS 106, 107)
               QUANTITATIVE
               METHODS I

5. GSIS 104   COMPUTER LOGIC &   (Prereq: GSCM 355)
               PROGRAMMING
               TECHNIQUES

6. GSIS 105   COMPUTER   (Prereq: GSIS 104)
               PROGRAMMING (PL/1)

7. GSCM 353   WRITTEN BUSINESS
               COMMUNICATION

8. GSCM 352   ORAL BUSINESS
               COMMUNICATION

9. GSEC 103   BASIC ECONOMICS
               PRINCIPLES

10. COMM 361   INTRODUCTION TO
               MANAGEMENT

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COURSES REQUIRED FOR ADVANCED CERTIFICATE
IN
DATA PROCESSING MANAGEMENT

1.	COMM 467	INTRODUCTION TO MANAGEMENT INFOR-MATION SYSTEMS	(Prereq: COMM 361, GSIS 102)
2.	GSCM 356	INTRODUCTION TO QUANTITATIVE METHODS II	(Prereq: GSCM 355)
3.	COMM 362	HUMAN BEHAVIOR IN ORGANIZATIONS	(Prereq: COMM 361)
4.	GSIS 356	PROGRAMMING LANGUAGES & SYSTEMS SURVEY	(Prereq: GSIS 104)
5.	GSIS 358	MANAGEMENT OF DATA PROCESSING	(Prereq: COMM 361)
6.	COMM 465	MANAGERIAL OPERATIONS RESEARCH	(Prereq: GSCM 355, 356)
7.	GSIS 361	INFORMATION TECHNOLOGY FOR MANAGEMENT	(Prereq: GSIS 356, 358)
8.	ELECTIVE		
9.	ELECTIVE		
10.	GSIS 362	SEMINAR IN MANAGEMENT OF DATA PROCESSING	(Prereq: GSIS 358)

COURSES REQUIRED FOR BASIC CERTIFICATE
IN
SYSTEMS ANALYSIS

1. GSIS 102   INTRODUCTION TO
              INFORMATION SYSTEMS

2. GSIS 106   MATHEMATICS FOR   (Prereq: GSIS 102)
              INFORMATION SYSTEMS I

3. GSIS 107   MATHEMATICS FOR   (Prereq: GSIS 102, 106)
              INFORMATION SYSTEMS II

4. GSCM 355   INTRODUCTION TO   (Prereq: GSIS 106, 107)
              QUANTITATIVE METHODS I

5. GSIS 104   COMPUTER LOGIC &   (Prereq: GSCM 355)
              PROGRAMMING TECHNIQUES

6. GSIS 105   COMPUTER PROGRAMMING   (Prereq: GSIS 104)
              (PL/1)

7. GSIS 208   INFORMATION SYSTEMS   (Prereq: GSIS 105)
              ANALYSIS & DESIGN I

8. GSIS 209   INFORMATION SYSTEMS   (Prereq: GSIS 105, 208)
              ANALYSIS & DESIGN II

9. GSEC 103   BASIC ECONOMICS PRINCIPLES

10. COMM 361   INTRODUCTION TO MANAGEMENT

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COURSES REQUIRED FOR ADVANCED CERTIFICATE
IN
SYSTEMS ANALYSIS

1. COMM 467   INTRODUCTION TO   (Prereq: COMM 361,
                MANAGEMENT INFORMATION   GSIS 102)
                SYSTEMS

2. GSCM 356   INTRODUCTION TO   (Prereq: GSCM 355)
                QUANTITATIVE METHODS II

3. COMM 362   HUMAN BEHAVIOR IN   (Prereq: COMM 361)
                ORGANIZATIONS

4. GSIS 356   PROGRAMMING LANGUAGES   (Prereq: GSIS 104)
                & SYSTEMS SURVEY

5. GSIS 358   MANAGEMENT OF DATA   (Prereq: COMM 361)
                PROCESSING

6. COMM 465   MANAGERIAL OPERATIONS   (Prereq: GSCM 355, 356)
                RESEARCH

7. GSIS 361   INFORMATION TECHNOLOGY   (Prereq: GSIS 356, 358)
                FOR MANAGEMENT

8. ELECTIVE

9. ELECTIVE

10. GSIS 360   RECENT DEVELOPMENTS IN
                INFORMATION SYSTEMS

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